

## **ELEMENTARY SCHOOL BEFORE & AFTER SCHOOL PROGRAM SITE SUPERVISOR**

The Town of Barrington Recreation Department is looking for a part time Before & After School Site Supervisor for Elementary age students. The successful applicant will use appropriate teaching methodologies to implement a quality enrichment program for elementary age students.

Please forward resume & cover letter to:

Barrington Recreation Department  
C/O Recreation Director  
P.O. Box 660  
Barrington, NH 03825

### **Job Title: M.A.P Site Supervisor Department: Parks & Recreation**

Responsible for the administration and coordination of the Before/After School Program (M.A.P.) held at the Barrington Elementary School.

The successful applicant will use appropriate teaching methodologies to implement a quality enrichment program for elementary school age students.

### **RESPONSIBILITIES**

1. Plan, organize and implement appropriate school age curriculum while using appropriate teaching methodologies.
2. Train, supervise and evaluate program staff on the policies and procedures of M.A.P. program.
3. Enforce all program policies and procedures with staff, parents and children.
4. Establish and maintain relationships with key stakeholders and partners of after school programs.
5. Coordinate and supervise transportation to off-campus activities during early release days.
6. Plan and lead weekly staff meetings.
7. Establish positive rapport and on-going communication with parents.
8. Maintain neat, clean and organized program space.
9. Communicate with the Recreation Department about daily activities of the program, including immediate notification on accidents and/or injuries.
10. Adhere to program budget, reporting to the Assistant Recreation Director weekly, or as requested.
11. Maintain accurate inventory of learning and enrichment materials, ordering as needed with approval of Assistant Director.
12. Issue parent surveys at mid-point and end of each program.
13. Oversee maintenance of daily log, attendance, activities, participants, events, accident/injury, and medications.
14. Provide regular newsletter to students, parents and key stakeholders.
15. Other duties as assigned.

### **KNOWLEDGE REQUIRED**

- o Knowledge of the principles and practices of before and after school programs.
- o Knowledge of day camp settings.
- o Experience working with diverse youth
- o Knowledge of Microsoft Office, including Word and Excel.
- o Excellent professional verbal and written communication skills.
- o First Aid/CPR Certified or willingness to become certified.

### **REQUIREMENTS:**

This person must be able to work 5 days a week from 6:45 a.m. until 8:45 a.m. AND 3:00 p.m. until 6:00 p.m. Also included with this position are 5-10 hours of planning time each week. This is used for getting supplies, printing attendance sheets, developing enrichment activities and anything else the program might need for daily operation.

A high school diploma or GED equivalent are required. A background in education and/or college course in recreation, education (either completed or in progress) are preferred but not required.

Child care work experience is preferred but not required.

Other training may be required after employment begins.